

REQUEST FOR PROPOSAL

RFP NO. 2017-4

LANDSCAPING DESIGN/BUILD SERVICES FOR THE FRANKFORT PLANT BOARD ADMINISTRATION BUILDING LOCATED AT 151 FLYNN AVENUE FRANKFORT, KENTUCKY

The Frankfort Electric & Water Plant Board (FPB) is accepting proposals from qualified companies for Landscaping Design/Build Services.

The RFP provides background information on the project, contact person for the project, general scope of services, required contents of the Proposal, rating / selection process, and the time and date to respond.

A company will be considered qualified by having experience with projects similar in size and nature.

1. BACKGROUND

The Frankfort Plant Board has completed construction of the Administration Building and intends to add additional plantings to the site. Plantings shall abide by the City of Frankfort Zoning Regulations and the Planting Manual and Landscape Ordinance Guidelines for commercial developments. The FPB also chooses to incorporate native grass, wildflowers, and trees throughout the site for both an environmental benefit to pollinators and birds, as well as for public enjoyment.

The site does not have an irrigation system in order to promote water conservation.

2. CONTACT FOR INFORMATION

Companies responding to this solicitation should direct all inquiries to:

Sharmista Dutta, P.E.
Frankfort Plant Board
305 Hickory Drive
Frankfort, KY 40601
Office: 502-352-4407
Email: sdutta@fewpb.com

Site visits will be scheduled as requested.

3. SCOPE OF SERVICES

The Scope of Services may include but is not limited to:

- Proposals shall include recommendations for plantings that comply with the City of Frankfort zoning regulations for commercial developments. Items to include with the proposal include:
 - Recommendation for a combination of shrubs and trees for a screen along the parking row facing Flynn Avenue (Exhibit A, Note 1).
Recommendation to be in accordance with the required type and number of trees and shrubs as stated in the City of Frankfort zoning regulations.
 - Tree recommendation for five trees to be located adjacent to the parking rows in the back parking lot (Exhibit A, Note 2).
 - Tree recommendation in the double island (Exhibit A, Note 3).
 - Tree recommendation in the interior island (Exhibit A, Note 4).
 - Recommendations for native grasses and wildflowers in zones 6, 7, and 8 denoted on Exhibit A. (Note: Dimensions provided on the exhibit are approximate, it is the contractor's responsibility to determine exact areas for native plantings.)
 - The final project will include two new landscaping islands. One to be located in the front parking lot and one to be located in rear parking lot, each to have one tree planted within (Exhibit A, Note 5). Proposal shall include a recommendation for type of tree to be planted in each island.
- Attending meetings as requested.
- Coordinating with owner to finalize design.
- Provide signage for zones 6, 7, and 8.
- Construction upon final approval of design.

References:

City of Frankfort Zoning Regulations:

https://docs.wixstatic.com/ugd/f719c6_739b96379f0f4176bf829c0a1885c49d.pdf

The Planting Manual and Landscape Ordinance Guidelines are attached to this RFP.

4. DELIVERABLES

Deliverables may include but are not limited to:

- Product warranty information.
- Record documents and plans.

5. TIME FRAME

Interested firms should be able to begin work as soon as selected and work with FPB staff to complete design and proceed with construction.

6. CONTENT OF THE PROPOSAL

Proposals are limited to 12 single-sided pages including letter of transmittal and appendices. The Proposal should be structured as follows:

LETTER OF TRANSMITTAL

Summarize in the Letter of Transmittal the reasons for which you or your company is qualified and has the experience to perform the services related to the project. The letter should identify the primary contact/project manager for the project. The letter should be limited to two pages.

RELATED PROJECT EXPERIENCE

Provide a list of clients for which the company has provided similar services over the last three years. The list should include a minimum of three entities with the focus on very similar projects. The list should include the name of the client, a client contact person and phone number, a description of the project, the company's role in the project, and innovative techniques employed.

Company shall also be knowledgeable of the City of Frankfort zoning regulations pertaining to landscaping commercial developments.

PROJECT APPROACH

Describe the company's approach and plan for meeting the requirements identified in the Scope of Services. Include any unique opportunities or recommendations that your company feels are appropriate for consideration by FPB.

Proposal shall include detailed information on types of trees and shrubs to be installed per the City of Frankfort zoning regulations. New plantings should blend with the existing plantings shown on Exhibit A. Proposal shall include images of the recommended trees and shrubs.

Approach shall include a proposed design for a combination of native grasses and wildflowers in zones 6, 7, and 8 as depicted on Exhibit A. Proposals shall include images.

Low maintenance plantings are preferred.

Include a list of all products, product data sheets, and available warranties associated with each product.

COST

Costs shall consist of the following:

- Unit price for each item and quantity of each item to be planted in areas designated on Exhibit A with notes 1 through 5. Cost for each planting shall include all labor and materials.
- Cost to construct two landscaping islands.
- Costs for native plantings and signage in zones 6, 7, and 8 as depicted on Exhibit A. Provide cost for each zone as three separate line items.
- Summary of all additional costs necessary to fully complete the scope of work.
- Total cost for all work to be completed.
- Include cost for an optional maintenance agreement to possibly be extended for multiple years. This cost should be a separate line item, not included in the total cost.

Note: FPB reserves the right to increase or decrease the scope of work based on available funds.

7. RATING CRITERIA

The proposals will be evaluated according to the following criteria in order of relative importance:

Qualifications of the Company
Related Project Experience similar in size and nature
Demonstration of Ability to Deliver the Scope of Work
Project Approach/Unique Abilities
Cost

8. SELECTION PROCESS

An award may be made to the responsible offeror whose proposal is determined to be the most advantageous taking into consideration cost and the evaluation factors set forth above to determine the lowest and best bidder.

FPB reserves the right to reject any or all bids and is not obligated to award a contract to any bidder.

If it is determined that no acceptable proposal has been submitted, all proposals may be rejected and, in the discretion of FPB, new proposals may be solicited.

Companies should be aware of and comply with the following:

- Procurement of all goods, contracts, equipment, professional services and non-professional services shall be done in accordance with the provisions of the Kentucky Revised Statutes.
- There are no Minority-Owned Business Enterprise / Women's-Owned Business Enterprise requirements for this contract.
- FPB reserves the right to waive any irregularities in proposals submitted in response to this RFP
- The Plant Board reserves the right to waive informalities and to accept or to reject any and all proposals.

9. CONTRACTING ARRANGEMENT

FPB expects to enter into a contract for the services listed in this RFP. Fee type shall be lump sum, payable upon acceptance of work by Owner.

The company selected will be required to provide insurance in the following levels:

| | |
|-----------------------|------------------|
| General Liability | \$1,000,000 |
| Automobile Liability | \$1,000,000 |
| Worker's Compensation | Statutory Amount |

FPB shall be named as an additional insured on a primary and non-contributory basis on the Company's general and automobile liability policies.

10. INDEMNIFICATION

The work performed by the Contractor shall be at the risk of the Contractor exclusively. To the fullest extent permitted by law, Contractor shall indemnify, defend (at Contractor's sole expense) and hold harmless, the Owner (if different from Contractor),

affiliated companies of Contractor, their partners, joint ventures, representatives, members, designees, officers, directors, shareholders, employees, agents, successors, and assigns ("Indemnified Parties"), from and against any and all claims for bodily injury, death or damage to property, demands, damages, actions, causes of action, suits, losses, judgments, obligations and any liabilities, costs and expenses (including but not limited to investigative and repair costs, attorneys' fees and costs, and consultants' fees and costs) ("Claims") which arise or are in any way connected with the Work performed, Materials furnished, or Services provided under this Agreement by Contractor or its agents. These indemnity and defense obligations shall apply to any acts or omissions, negligent or willful misconduct of Contractor, its employees or agents, whether active or passive. Said indemnity and defense obligations shall further apply, whether or not said claims arise out of the concurrent act, omission, or negligence of the Indemnified Parties, whether active or passive. Contractor shall not be obligated to indemnify and defend Owner for claims found to be due to the sole negligence or willful misconduct of Indemnified Parties.

Contractor's indemnification and defense obligations hereunder shall extend to Claims occurring after this Agreement is terminated as well as while it is in force, and shall continue until it is finally adjudicated that any and all actions against the Indemnified Parties for such matters which are indemnified hereunder are fully and finally barred by applicable Laws.

11. SCHEDULE

In order to be considered, 5 copies of the Proposal must be received by FPB on or before December 19, 2017 by 2:00 p.m. Eastern Standard Time. All Proposals should be in a sealed package marked:

REQUEST FOR PROPOSAL NO. 2017-4
LANDSCAPING DESIGN/BUILD SERVICES – FPB ADMINISTRATION BUILDING

Proposals should be delivered to the primary contact person outlined in Section 2 of this RFP.